DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
8725 JOHN J. KINGMAN ROAD, SUITE 4235
FORT BELVOIR, VA 22060-6221

IN REPLY
REFER TO

DSPO

March 21, 2005

MEMORANDUM FOR DEPARTMENTAL STANDARDIZATION OFFICES

SUBJECT: Policy Memo 05-2, Qualification

Attached are changes to Appendix 2 (QUALIFICATION) of DoD 4120.24-M, "Defense Standardization Program Policies and Procedures," as previously amended by Policy Memo 01-2. These changes are effective with the date of this memorandum.

If you have any questions regarding these policy changes, please contact Ms. Donna McMurry by e-mail (Donna.McMurry@dla.mil) or phone (703) 767-6874.

GREGORY E. SAUNDERS
DIRECTOR

Attachment

CHANGES TO DOD 4120.24-M

1 Page 71, Paragraph AP2.5.5

"AP2.5.5. Manufacturing Facilities (Plant) Audit (Survey). Facilities audits for product(s) shall be conducted as necessary to establish and maintain the qualification, or when specified in the specification.

Audit requirements may include survey of inspection systems, quality and reliability assurance programs, test facilities, processes, materials, production facilities, test capability, incoming inspection, training, and product traceability. After the initial audit, the Qualifying Activity may adjust the audit cycle for each facility, as necessary, to ensure that the manufacturer provides compliant product(s). The Qualifying Activity may use documented procedures, test data, audit findings, feedback data, and other documentation to adjust the audit cycles as necessary, based on the health and stability of the qualified products and processes. The audit shall verify that the manufacturer has an effective self-audit program. If the audit has in its scope proprietary products or processes, that portion of the audit must be performed by, and any access to the proprietary information thereby exposed must be limited to, employees of the Government who have a need to know the information, unless such access is agreed to by the manufacturer. The Government shall handle all proprietary data in a controlled and secure manner to ensure that no unauthorized dissemination occurs. The Government shall maintain qualification data and reports for its records. Proprietary information, commercially sensitive data, or matters relating to national security should be appropriately identified in the report as "restricted for release." Such identification notifies the Government of information requiring protection from release to other sources. Any request for such information by non-Government sources shall not be accommodated, unless the Government determines that such information was either incorrectly restricted by the contractor or is already available to the public. The Government shall not release data as restricted by the manufacturer until the manufacturer furnishing the information is notified and has the opportunity to object to the release. If the manufacturer objects, the qualification data will only be released as required by the Freedom of Information Act, 5 U.S.C. 552 (reference (w))."

2 Page 77, Paragraph AP2.7.7

"AP2.7.7. Validation of Qualification Requirement. The Preparing Activity shall review specifications having the requirement for qualification every 2 years to validate the need to continue the qualification requirement. For specifications with specific retention of qualification requirements specified, the retention of qualification data may be used to determine the need to continue the qualification requirement. In this review, the Preparing Activity shall consider whether more definitive requirements for the product, advances in manufacturing techniques and quality control methods, or improvements in testing apparatus and techniques may have eliminated the need for qualification (see subsection AP2.2.1.. above)."

3 Page 77, Paragraph AP2.7.8:

"AP2.7.8. Retention of Qualification. To retain qualification approval of products, one of the following actions is required:

AP2.7.8 Certification by the manufacturer. (See paragraph AP2.7.9.

AP2.7.8.2. Periodic submission of retention of qualification data as may be required in the specification.

AP2.7.8.3. Complete requalification testing, as may be required in the specification or by the Qualifying Activity."

4. Page 78, Paragraph AP2.7.9

"AP2.7.9. Manufacturer Certification of Qualification Status. At the time of the 2 year review, the Preparing or Qualifying Activity shall send a DD Form 1718, "Certification of Qualified Products," to a manufacturer when the applicable specification does not contain a retention of qualification requirement and request that the manufacturer complete the form. The manufacturer's products will be removed from the listing if the certification is not returned after due notice. The Preparing or Qualifying Activity shall reissue the QPL upon completion of the certification review showing the date of validation. A responsible official of management must sign the form. The form requests information such as whether:"

5. Page 80, Paragraph AP2.8:

"AP2.8. REMOVAL FROM A LISTING

AP2.8.1. Reasons for Removal. When a manufacturer or authorized distributor fails to comply or demonstrates an inability to comply with specification requirements, it may be necessary to take one or more of several actions. First, the Qualifying Activity shall remove the product(s) from a QPL or remove applicable process(es) from a QML. Removal could include a broad range of directly or indirectly affected products, possibly the manufacturer's entire family of qualified products. Second, the Qualifying Activity shall remove the manufacturer's certification or direct the manufacturer to stop production, stop shipment or suspensions (when applicable under the specification.) The Qualifying Activity may remove a product, a manufacturer, or a process; decertify a manufacturer; or direct the manufacturer to stop shipment, when such action is necessary to ensure that the manufacturer provides compliant product(s). The Qualifying Activity shall not remove a product, a manufacturer, or a process from a QML/QPL solely on the basis that the Qualifying Activity did not perform a facility (plant) audit within the planned audit cycle. The following reasons illustrate the circumstances under which adverse actions or removal may be warranted:"